



**CERTIFICATE OF
COMPLIANCE WITH
SUBDIVISION MAP ACT
SUBMITTAL CHECKLIST
E-2**

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

Drawing No. _____ Project Engineer _____

PLEASE NOTE:

- To ensure the timely processing of Certificate of Compliance in the city, those submitting Certificates of Compliance for city review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" and initialed by the city project engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the check print package. This checklist is a part of the review process.
- Should you have any questions, please contact the City of Carlsbad Engineering Department, Development Services

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ___ 1. Transmittal letter from the engineer or surveyor of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 2. Completed and signed city Engineering Plancheck Application form (Dist.: copy to planchecker, original to file)
- ___ 3. Four copies of letter from the property owner to the city engineer requesting Certificate of Compliance (Dist.: original to planchecker, one file, one Planning, ___ other – specify___)
- ___ 4. Five sets of typed Legal Description of each lot(s) on 8 1/2" x 11" sheets separate for each property (Dist.: one planchecker, one file, one Planning, one CM&I, ___ other – specify___)
- ___ 5. Five sets of Plat(s) on standard 8 1/2" x 11" sheets showing boundary of parcel(s) (Dist. one planchecker, one file, one Planning, one CM&I, ___ other–specify___)
- ___ 6. Copies of Vesting Deeds for each parcel or lot (Dist.: planchecker ___, file ___)
- ___ 7. Copies of reference maps (when applicable) (Dist.: planchecker ___, file ___)
- ___ 8. Two sets of Preliminary Title Reports (issued within six months of application) separate for each parcel of lot (Dist.: planchecker ___, file ___)
- ___ 9. Processing fee (see current fee schedule)

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



**CERTIFICATE OF
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Development Services

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

Drawing No. _____ Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

Project Engineer/Plancher will mark items not required with "N/A".

- ___ 1. Transmittal letter from the engineer or surveyor of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 2. Copy of previous transmittal letter from the city and planchecker's marked checklist (Dist.: planchecker)
- ___ 3. Three sets of corrected, typed Legal Description for each lot(s) on 8 1/2" x 11" sheets (Dist.: two planchecker, one file)
- ___ 4. Three copies of Plat corrected as necessary (Dist.: two planchecker, one file)
- ___ 5. All previous checkprints of Plats, Legal Descriptions, Preliminary Title Reports, Subdivision Guarantee, offsite easements documents, reference maps, documents and other department comments (Dist.: planchecker)
- ___ 6. Comments from other departments: Planning ___, other ___
- ___ 7. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



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Project ID _____ Project Name _____

Drawing No. _____ Project Engineer _____

A. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY APPROVAL:

Project Engineer/Plancher will mark items not required with "N/A".

- ___ 1. Transmittal letter from the engineer or surveyor of work listing all the items being submitted (Dist.: original to planchecker, copy to file)
- ___ 2. Copy of previous transmittal letter from the city and planchecker's marked checklist (Dist.: planchecker)
- ___ 3. Three copies of 8 1/2" x 11" Plat properly sealed and signed by the engineer or surveyor of work (Dist.: two planchecker, one file)
- ___ 4. Three sets of typewritten Legal Description corrected as necessary (one original), wet sealed and signed by the engineer or surveyor of work (Dist.: original and one copy planchecker, one copy file)
- ___ 5. Two copies of the Subdivision Guarantee dated within 10 days of submittal (Dist.: one planchecker, one file)
- ___ 6. Two copies of Preliminary Title Report dated within 10 days of submittal (Dist.: one planchecker, one file)
- ___ 7. All previous checkprints of Plats, Legal Description, Preliminary Title Report, Subdivision Guarantee, reference maps, documents and other department comments (Dist.: planchecker)
- ___ 8. Proof of approval of improvement plans, grading plans, offsite easements, required securities and agreements, and verification of payment of balance of fees (Dist.: planchecker)
- ___ 9. Approvals from other departments: Planning ___, Traffic ___, Parks & Recreation ___, Fire ___, Water ___, other ___
- ___ 10. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____